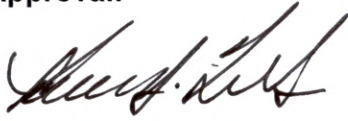





USAGH Hohenfels - JMRC Hohenfels Environmental Management System



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Document Name:	Procedure for Legal and Other Requirements Identification		
Document ID:	EMS432_000_Legal.doc	Original Date:	25 October 2005
Revision No:	4.0	Revision Date:	25 August 2009
Document Owner:	Approval: 		
USAGH EMSR Mr.  HOLTON STALLWORTH		USAGH CDR LTC KEVIN J. QUARLES	

1. PURPOSE

To provide a standard procedure for identifying and communicating legal and other requirements applicable to environmental aspects and impacts associated with USAGH-JMRC processes, activities and services.

Implementation of this procedure will ensure that applicable legal and other requirements are identified for existing and future USAGH-JMRC processes, activities and services, and that the requirements are communicated to pertinent USAGH-JMRC organizations and employees.

2. APPLICABILITY

This procedure applies to the USAGH-JMRC, including its Directorates, and their subordinate organizations and units.

3. DEFINITIONS

A comprehensive list of terms and definitions used in and related to the EMS Hohenfels provides the Glossary of EMS Terms and Definitions.

CDR – Garrison Commander

CFT - EMS Cross Functional Team



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EMSR - Environmental Management System Representative. An individual appointed by the Commander being responsible for managing and overseeing the EMS implementation effort.

EMS Document Control Coordinator - Person assigned by the USAGH Commander respectively the EMSR who manages the EMS Document Control System (DocCon).

Environmental Management Program Manager (EMP Manager) - An individual appointed by the EMS Management Representative to manage a specific environmental program related to a significant environmental aspect.

EQCC - Environmental Quality Control Committee

Legal Requirements - All laws, regulations, permits, contracts, memorandums of agreement and consent orders applicable to the USAGH-JMRC processes, activities, and services.

Other Requirements - Requirements not identified under Legal Requirements, and standard industry practices (e.g. ANSI, ASTM, MILSPECs) to which USAGH-JMRC subscribes.

4. RESPONSIBILITIES AND TIMELINE

The EMS Cross Functional Team (CFT) and its team leader the Environmental Management System Representative (EMSR) are responsible for the execution of this procedure. This procedure applies indefinitely as the EQCC annually reviews the legal and other requirements that apply to significant environmental aspects.

5. SUPPORTING DOCUMENTS

Document ID	Document Name
EMS432_A01_LegalInventory.xls	Annex 01 - USAG Hohenfels Legal Inventory
EMS400_000_TOC.doc	EMS Manual Table of Contents (TOC)

6. PROCESS

Resources. US Army and IMCOM-Europe provide resources to the USAGH-JMRC such as German FGS, USAREUR, and Army in Europe Regulations (AER).



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The EMSR and the CFT will discuss the feasibility of compiling and maintaining a central comprehensive list of legal and other requirements that apply to the USAGH activities, products and services. The EMSR will brief the CDR/EQCC with the recommendations for further decision.

Communication. Legal and other environmental requirements are communicated throughout the USAGH-JMRC organization by internal DPW staff meetings, routine staff meetings with the Garrison Commander, and the electronic communications systems available to most USAGH-JMRC personnel. Information that may apply to specific organizations is provided to the appropriate Directorates for direct communication with staff.

Access to regulatory documents. Employees should have access to relevant legal and regulatory documents readily available. Environmental documents should be maintained in accordance with standard U.S. Federal and Military filing standards that assure updated material is readily available along with older information that may still be applicable to certain programs. The "Final Governing Standards, Germany" and Army in Europe Regulations (AER) have been posted at the Garrison shared server. Those who do not have access to relevant legal and regulatory documents will receive hard copies while ED is conducting internal Environmental Performance Assessment System (EPAS) inspections. The ED will also semi-annually review IMCOM-Europe resources for new or updated regulations, which will be added to the USAG Hohenfels shared server.

Training. Employees also must receive appropriate training relevant to requirements and environmentally-related training. Examples of personnel training include but are not limited to hazardous material and hazardous waste handlers, water treatment facility operators, pesticide applicators, and spill responders. Further training procedures will be described at the "Environmental Training Master Plan".

In conjunction with the internal Environmental Performance Assessment System inspections, the assigned EO and auditor will annually review the environmental aspect worksheet. Any changes will be documented and updated within the EMS database, in this respect a training needs analysis related to environmental aspects will be also completed. This covers all Garrison units, activities, tenants, and contractors.

7. DOCUMENT REVISION HISTORY

Revision No.	Date of Revision	Revision Summary
1.0	11 August 2006	Exchanged "282 nd BSB" with "USAG Hohenfels"
2.0	22 Nov 2007	Change of Command, changed filename/document ID, revised hyperlinks, added Annex Legal Inventory,



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		Revised table 'Supporting Documents'
3.0	18 February 2008	Access to regulatory documents; Training
4.0	25 August 2009	No changes